

Message Text

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PAGE 01 STATE 025586

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TO AMEMBASSY ANKARA

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E.O. 11652: N/A

TAGS:OCON, CENTO

SUBJECT:CENTO ECONOMIC COMMITTEE MEETING - WASHINGTON,D.C.
MARCH 16-18, 1976 - ADMINISTRATIVE ARRANGEMENTS

REF.: (A) ANKARA 0740 (B) DEPT AIRGRAM A-521, JAN.30,1976

1. RE PAGE 3, VI, N.B. OF REF.A AND PAGE 3, UNDER REPRODUCTION FACILITIES HEADING OF REF.B, DEPARTMENT NO LONGER HAS MIMEOGRAPH FACILITIES OF ANY KIND, BUT USES OFFSET PRINTING AND ZEROX COPYING FOR REPRODUCTION. THEREFORE, NO STENCILS OR OTHER MIMEOGRAPH SUPPLIES AVAILABLE AND NO MIMEOGRAPH (DUPLICATOR) OPERATOR NECESSARY SINCE DEPARTMENT'S PUBLICATIONS BRANCH WILL SUPPLY PERSONNEL AND OFFSET EQUIPMENT FOR ALL LARGE REPRODUCTION REQUIREMENTS (XEROX MACHINE WILL BE AVAILABLE FOR SMALLER JOBS). ANY DOCUMENTS BROUGHT FROM ANKARA TO BE REPRODUCED IN WASHDC SHOULD BE TYPED OR PRINTED ON WHITE BOND PAPER, OR RUN OFF STENCIL COPIES, BUT NOT REPEAT NOT ON STENCILS THEMSELVES.

2. RE PAGE 2, UNDER MEETING SPACE AND OFFICES HEADING OF REF. A, SUGGESTED ASSIGNMENT OF OFFICE SPACE HAS BEEN UNCLASSIFIED

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REVISED AS FOLLOWS:

- A. ROOM 1111 FOR D.S.G.
- B. ROOM 1113 FOR D.S.G.'S SECRETARY AND/OR ASSISTANT.
- C. SUITE 1206: LARGEST OFFICE FOR TYPIST POOL AND OTHER TWO OFFICES FOR THREE SECRETARIAT OFFICERS.

- D. ROOM 1208 FOR DOCUMENTS.

DELEGATES LOUNGE WILL BE FURNISHED AND PHOTOCOPYING SERVICES WILL BE PROVIDED BY DEPARTMENT PERSONNEL STATIONED IN ROOM 1214.

- 3. TWO STENOGRAPHERS WILL BE PROVIDED BY DEPARTMENT.

- 4. EXCEPT AS NOTED ABOVE, ALL OFFICE SUPPLIES AND EQUIPMENT REQUESTED REFTEL WILL BE AVAILABLE.

- 5. RE PAGE 3, UNDER SECURITY HEADING OF REF.B, STRONG ROOM WHICH SHOULD HAVE BEEN SHADED BLUE ON FLOOR PLAN ATTACHED AIRGRAM IS LOCATED IMMEDIATELY ABOVE ROOM 1320C AND TO RIGHT OF MEN'S AND WOMEN'S ROOMS WITH ACCESS FROM ROOM 1418. INGERSOLL

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